



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF LANDSCAPE ARCHITECTURE**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

**PUBLIC MEETING MINUTES: BOARD OF LANDSCAPE ARCHITECTURE**

**MEETING DATE AND TIME: Thursday, May 8, 2013 at 9:00 a.m.**

**PLACE:** Conference Room B, Cannon Bldg,  
861 Silver Lake Blvd Dover, DE 19904

**MINUTES FOR APPROVAL:**

**MEMBERS PRESENT**

Eric Wahl, Board President  
Jeffrey Seemans, Professional Member, Secretary  
Rachel Dunning, Public Member, Treasurer  
William Bullock, Public Member  
Jeff Clark, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Singh, Deputy Attorney General  
Lisa Smith, Administrative Specialist II

**CALL TO ORDER**

Mr. Wahl called the meeting to order 9:00 a.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes for the February 21, 2014 meeting. Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the minutes as presented. The motion unanimously carried.

**UNFINISHED BUSINESS**

**Review and Discussion of Rule 7.0**

Mr. Wahl began the discussion of Rule 7.0 concerning Continuing Education as a condition of biennial renewal. Mr. Seemans distributed a copy of a fax which was sent to Jennifer Singh prior to the meeting regarding the different sections of the Continuing Education as well as notes from previous meetings.

Mr. Wahl stated that on February 21, 2014, Pennsylvania went from 10 to 24 "clock hours" of CE for each biennial renewal. Delaware is at 20 CE's for each biennial renewal. Mr. Wahl stated that the number of hours for renewal will stay at 20. No increase in the number of hours will be required at this time. Mr. Bullock stated that maybe the number of CE for renewal should be decreased to 15. Mr. Wahl stated that precedence had already been set for how many CE's are

needed. The next step would be finding ways to make it less cumbersome for licensees to acquire CE's that will be approved by the Board. An example of the difficulty in acquiring CE's was: By attending a single event like the ASLA Annual Meeting to get all of your CE credits at once can be a very expensive process. The Board is researching different methods for licensees to obtain pre-approval of CE's which are local and more affordable. Mr. Seemans was concerned that if the changes listed above were implemented, the Board of Landscape Architecture may be selected for Sunset Review. Ms. Singh went on to explain the process which takes place before a Board is selected for Sunset Review. Mr. Wahl suggested that the Board member, who will be appointed as the CE Czar, should compose an expanded 7.1.3 list of pre-approved courses that would also fit in with the section of Health, Safety and Welfare. Mr. Wahl suggested that a list be drawn up and distributed among the Board members as well as the Board Administrator which lists a number of pre-approved courses. If the Board Administrator receives an inquiry from a licensee, she/he will be able to answer most of the questions concerning CE. If the course is not listed, the Board Administrator can let the licensee know that she will contact the CE Czar to find out whether or not the course(s) in question will be approved by the Board.

Ms. Singh stated that the Board Newsletter includes a form that licensees can complete and return to the Division requesting pre-approval of CE. If a program which offers CE would like to be on the Board of Landscape Architecture Pre-Approval list, that facility can also submit an application to the Board office. The application will then be reviewed by the Board members who will then decide whether it will be added to the list.

Mr. Clark began a discussion with the Board concerning the subject of Health, Safety and Welfare stating that ASLA provides courses which are not HSW approved, yet ASLA is on the 7.1.3 approved CE list. Ms. Singh stated that many of the courses that were not listed as HSW qualified could arguably contain elements of HSW.

Mr. Wahl stated that HSW is not a part of "every facet" of Landscape Architecture but is a very important component. Mr. Wahl gave an example of a course which is extremely appropriate to Delaware but may not be as appropriate to other parts of the country, i.e.: Sea Level Rise and the impact to Delaware's Coastal Communities. This course may not fall under HSW, but it is paramount for Landscape Architects in Delaware.

Ms. Singh stated that the whole reasoning of the CE Czar and pre-approval list would be so that a licensee who submits a pre-approval request prior to paying for and attending a course on orchards would be informed that the course would not be approved as acceptable CE. Ms. Singh suggested that a professional member of the Board review the licensee pre-approval requests, and then approve and ratify those courses at the next Board meeting.

Mr. Seemans would like an addition to Rule 7.1.3 (7.1.3.7) as a general reference to an approved CE list which will be updated periodically. Ms. Singh suggested that the Board make changes to 7.1.2.1, add a 7.1.2.2, expand the list of approved CE courses by adding a 7.1.3.7 and allow for a disallowance timeframe for licensees who submit the required number of CE's for Renewal, but do not have the required number of approved CE's for Renewal. The Board members decided on a 120 day Disallowance timeframe.

The Board members then discussed proposed changes to Rules 7.1.1 and 7.1.1.1, defining Continuing Education Units (CEU) as: One acceptable Unit of Continuing Education shall be no less than 50 minutes of instruction.

Mr. Clark stated that a proposed change be made to 7.1.2 by replacing the word "may" to "must" or "shall". Rules 7.1.2 – 7.12 were also discussed by the Board.

Mr. Wahl suggested that all of the Board members research CE courses on the list which was distributed by Mr. Seemans and compose a list of CE's that will be deemed "Automatically Recognized, Approved CE's".

**NEW BUSINESS**

**Ratification of Landscape Architect Application by Reciprocity**

Ms. Dunning made a motion which was seconded by Mr. Clark to ratify the application for licensure by reciprocity for David Lesiuk. The motion unanimously carried.

**Other Business before the Board**

There was no other business before the Board

**Public Comment**

There was no public comment.

**Next Meeting Date**

The Board will hold the next scheduled meeting on November 14, 2014 at 9:00 a.m., in Conference Room “B” of the Cannon Bldg., 861 Silver Lake Blvd., Dover, Delaware.

**Adjournment**

Mr. Wahl made a motion to adjourn the meeting, seconded by Ms. Dunning. The meeting was adjourned at 10:56 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Smith".

Lisa Smith  
Administrative Specialist II  
Board of Landscape Architects